

## Lessons Learned: Effective Records Management

Indiana Commission on Public Records  
County Clerks Conference  
Spring, 2010

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The Indiana Commission on  
Public Records was created by  
Public Law and our mission  
statement is to assist State  
and Local Governments in the  
efficient management of  
public records.

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### Columbus, IN- East High School



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## Johnson County Election Storage & Voting Machines



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## Jefferson County Courthouse Fire May 2009



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## ICPR Preservation Resources:

If you suffer a disaster related to your governmental records, contact the Indiana Commission on Public Records.

- On Site Consultation and Advice
- Assistance with appraisal of emergency destruction requests
- Expertise

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## What Are Public Records?

Any writing, paper, report, study, map, photograph, card, tape recording, or other material that is created, received, retained, maintained, used or filed by a public agency and which is generated on paper, paper substitutes, photographic media, chemically based media, electronically stored data, or any other material, regardless of form or characteristics.

IC 5-14-3-2 (9)

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## Life Cycle of Public Records

- 1. Create the Records (Birth)
- 2. File the Records (Life)
- 3. Destroy the Records (End) or Keep them Permanently.

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## EFFECTIVE RECORDS MANAGEMENT

- Retention and Disposition of Public Records
- Explanation of Retention Schedules
- Use of New CLGRS (County and Local Government Retention Schedule)
- Proper Use of Current Forms

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## Value of Good Records Management

There are three basic reasons why every County and Local Records Official needs an effective Records Management Program.

- To perform its legal mandates and responsibilities. State, Local and Federal laws, judicial system, and taxpayers all rely on us to manage public records properly.
- To store records in the most efficient and cost-effective manner possible. If you are storing boxes in your office that you do not need there, your office is losing money and workspace.
- To assure public access to the documentary history of Government. Proper archiving of public records provides long-term accountability for offices, documentary history of county/local government, and valuable research information for the public.

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## What Can You Do To Manage Your Records Effectively?

The most important tool you will need in records management is your Retention Schedule – it is the foundation of a successful records management program.

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## What does a Retention Schedule do?

1. Describes a particular set of records or type of record created by a government unit.
2. Displays the retention or length of time a record must be kept.
3. Lists the disposition instructions or how to dispose of or maintain each record series.

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## Local Government Retention Schedules

- County /Local General Retention Schedule (CLGRS) - NEW
- General Retention Financial (COGRFIN) - DELETED
- County Auditors' Retention Schedule (COARS) - REVISED
- County Clerks: Miscellaneous Records (COCLK) - REVISED
- County Coroner: General Retention Schedule (CCGRS)
- County Recorders (CORESCH) - REVISED
- County Treasurers (COTRS) - REVISED

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## County/Local General Retention Schedule (CLGRS)

This Retention Schedule is divided into five (5) categories:

1. Administrative
2. Accounting and Finance
3. Personnel
4. Publications and Reports
5. Audio, Video and General Media

Retention periods for some records are increased in length of time to be retained because current Indiana Code statute of limitations have been applied to all records on this schedule.

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## Other Local Schedules

- **City/Town/District Retention Schedules**
  - Cities And Towns Above 5,000 Population General Retention (CTGRS)
  - Towns Below 5,000 Population General Retention (TGRS)
  - Special Districts General Retention Schedule (SDGRS)
  - Township Trustee General Retention Schedule (TTGRS)
- **Other Local Retention Schedules**
  - Public Libraries: General Retention Financial (LIGRFIN)
  - Care Of Indiana Public School Records: A Record Creator's Guide
- **Additional Retention Information**
  - Year to Year Destruction Schedule
  - Judicial Records Retention Schedule

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## Changes to Clerk's Schedule

- Simplifies records by combining when possible schedules (i.e. distress sales)
- Adds Election Records

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## Permanent Records

- You can only destroy or transfer these records if you MICROFILM the original records.
- If you digitize **Permanent** records, or they are submitted electronically, they **MUST** also be converted to microfilm.
- Digital records are NOT recognized as **Permanent** format to preserve information.

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It's illegal to destroy public records if you do not have an approved records retention schedule or special written permission from ICPR.

A public official may not mutilate, destroy, sell, loan, or otherwise dispose of any government record, except under a retention schedule or with the written consent of the commission (on public records). IC 5-15-5.1-1-14

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## Use of Current Forms

- **Notice of Destruction, State Form 44905** - This form is used as notification to destroy all records that are on an approved Retention Schedule, have been kept for the length of time required on this schedule, and are not a Permanent record.

- **Request for Permission to Destroy or Transfer Certain Public Records (PR-1), State Form 30505**

Until a Retention Schedule has been approved for use by your office and adopted by your County Commission of Public Records, or if any record is not listed on an approved Retention Schedule, this record can only be destroyed by completing a Request for Permission to Destroy or Transfer Certain Public Records (PR-1), State Form 30505, and then obtaining approval of the County Commission of Public Records at their meeting.

1. Request to destroy previously microfilmed originals;
2. Request to microfilm and destroy; 3. Request to transfer to.

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## ICPR Local Records Website

[www.in.gov/icpr/2359](http://www.in.gov/icpr/2359):

- **Specific to County/Local Records**

- Records Retention Schedules
- Example of County E-Mail Retention Policy (Bartholomew Co.)
- Guide to Preservation and Destruction of Local Public Record
- Forms (for county/local records)
- County and Local Government Links

- **General Records Management**

- What is a Retention Schedule?
- Publications
- Laws
- Links
- Records Disaster Prevention and Reporting

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Thanks!

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